



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 19 - 09

OPEN TO: All Qualified Candidates

POSITION: Surveillance Detection Coordinator, FSN – 7; FP- 7

**Depending on qualifications and experience,
incumbent may be hired at a trainee grade below:**

**Trainee Surveillance Detection Coordinator, FSN – 6;
FP- 8**

OPENING DATE: April 12, 2009

CLOSING DATE: April 25, 2009

WORK HOURS: Full-time; 40 Hours/5 days per week

**NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND
HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE
ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangladesh is seeking applications for the position of Surveillance Detection Coordinator (SDC) for its Regional Security Office.

BASIC FUNCTION: The incumbent is responsible to provide administrative and operational oversight for the Embassy's surveillance detection unit – associated with the security of USG facilities, employees and family



members. Coordinates and manages procedures to detect, recognize, and report on surveillance detected against U.S. facilities and/or personnel and provides support directly or before calling for assistance and takes action to prevent injury and death to personnel and destruction of property. Provides all administrative supervision and reports directly to the RSO/ARSO.

MAJOR DUTIES AND RESPONSIBILITIES:

- ✚ Administers all surveillance detection personnel, maintaining surveillance detection of USG facilities and frequently traveled routes, to identify and investigate suspicious activity and makes a preliminary analysis of its significance. Identify and develop information on suspicious activity/possible surveillance of USG facilities, residences and officials. Initiate emergency responses to possible hostile actions. Prepare & submit detailed reports of all suspicious activity. Engage in close observation to identify and register surveillance operations. Assists in detecting theft of USG properties and in investigations involving residential security matters.
- ✚ Reports findings: Makes oral or written reports of findings to the responsible supervisory security personnel – submitting reports to the RSO/ARSO in a timely manner. Maintains surveillance records and/or performs data entry into software applications. Maintain comprehensive logs of observations, photos and videos to develop a database.
- ✚ Maintains, accounts and inventories for SD-allocated equipment (USG-owned) and resources – is responsible for all equipment while on shift and as directed by the RSO/ARSO.
- ✚ Scheduling all shift operations and completing time and attendance. Is responsible for providing oversight associated with cover operations and all aspects of the SD budget, ensuring that all SD personnel evaluation reports done in a timely manner. Engages in close observation to identify and register surveillance operations on USG facilities, employees, family members, and residences. Will not assume operational SD field and/or cover positions – will work permanently from the SD office, visiting the RSO's office occasionally to complete administrative duties.
- ✚ Maintains liaison with Dhaka Metropolitan Police (DMP) Special Branch (SB) detailed to SD Unit.
- ✚ May be required to work overtime, holidays and weekends on short notice.



QUALIFICATIONS REQUIRED:

1. **Education:** Successful completion of Higher Secondary School Certificate (HSC).
2. **Language Proficiency:** Level III (Good working knowledge) in English & Bangla both written & spoken. English language proficiency will be tested at the time of selection.
3. **Prior Work Experience:** 2/3 years of surveillance or related experience is required. 2/3 years of supervisory experience is required.
4. **Knowledge:** Must be familiar with procedures for conducting and reporting surveillance and capable of discerning normal traffic patterns and pedestrian behavior. Working knowledge and understanding of BDG police and security procedures.
5. **Skills and Abilities:**
 - + Good computer skills including knowledge of applications such as MS Word.
 - + Must have a valid BDG driver's license and 1 to 2 years of driving experience .
 - + Must be able to work independently and adapt to changing circumstances. Must have strong organizational and observational skills.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.



3. Currently employed US Citizen EFMs who hold a FMA appointment or PSA are ineligible for advertised positions within the first 90 calendar days of that appointment.
4. Currently employed Not Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired on a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold a security clearance.

TO APPLY:

Interested candidates are requested to submit the following:

1. Bangladeshi candidates will submit the "Application for Employment as a Foreign Service National" form either **By Hand with **No Envelope** or **FAX at 9887825**. Blank application forms are available at South barrier (near the Vatican Embassy) and in the Human Resources Office, Ext. 2533. A copy is also attached hereto for your convenience.**

[Application Form](#)

2. Interested USEFM, EFM, MOH, and local resident Americans are requested to submit a letter of application stating their interest along with updated OF- 612 (Application for Federal Employment). A copy is also attached hereto for your convenience.

[OF-612](#)

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

ONLY complete and up-to-date application forms with an original photograph of the applicant will be accepted. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime. CV's with any other documents (e.g. certificates, awards, copies of degrees earned) will not be accepted in lieu of the Application Form.

**SUBMIT APPLICATION TO:**

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

POINT OF CONTACT:

Human Resources Assistant

Telephone # 885-5500, Ext: 2533

Fax # 9887825

DEFINITIONS:

1. US Citizen Eligible Family Member (USEFM): Family Members at least age 18 listed on the travel orders of a direct hire Foreign of Civil or uniformed service member stationed to a US Foreign Service post or establishment abroad and is under COM authority. The USEFM resides with the sponsoring employee at post or at an Involuntary Separate Maintenance Allowance (ISMA) location.

2. Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of USEFM.

3. Member of Household (MOH): An individual accompanying a direct-hire Foreign, Civil, or uniformed service member to their assigned post abroad. The individual has been officially declared by the USG employee to the COM as part of his/her household but is not an EFM and is not on the travel orders of the sponsoring employee.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

NOTE: *“Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.”*



The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Cleared by: HRO: RSO:A/FMO: MGT: